



Business Administration & Operations Activities

Update July 9, 2019

Administration

- Preparations for One Millionth Visitor Day on June 14th
- Insurance meeting on potential options for Health Coverage for eligible staff
- Low Voltage meeting on new building
- Architectural meeting on new building
- Preparations for Governor DeSantis' visit on June 25th
- Registered FOS as tax exempt with Walmart.com
- Closed SunPass account
- Working with Employee Benefits Consultants Inc. to close 401(k) accounts on former staff members
- Updates to onsite contractor policy and procedures
- Preparations for upcoming AIG Workers Compensation Annual Audit on July 12th
- Organization to lateral files to increase usable space for documents

Jo Marie Bruno
Director of Business Administration and Operations

Grounds/Building

- Installation of wire mesh on vents of exterior restrooms for rodent prevention
- Repairs to exterior ladies room
- Installed new room air conditioner in workshop
- Removed, repaired and reinstalled TV Mount at Food Prep exhibit
- Installed new evaporator on air conditioner unit in Admissions
- Weeding of GFL
- Shell Rock spread around North GFL & Seagrass Expansion
- GFL Island Clean-up
- Had 92 Palms on property trimmed for safety of Hurricane Season by landscapers
- Nature trail cleanup
- Electrical switch repairs in main office
- Prep for Governor visit
- Repairs to GFL Pier
- Epoxy paint to Ray tank

Shaun Jackson
Operations Manager